VACANCY ANNOUNCEME

American Empassy Nouakchott i

OPEN TO:

Eligible Family Members (EFMs) - All Agencies

POSITION:

Language Program Coordinator, FP-7*

(Grade/Step to be confirmed by Washington)

OPENING DATE: Thursday, March 10, 2011

CLOSING DATE: Thursday, March 24, 2011 or Until qualified candidate selected

WORK HOURS:

Part-time: 20 hours/week

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Nouakchott is seeking an Eligible Family Member (EFM) for employment in country for the position of Language Program Coordinator in the Management section. Position to be filled on or after June 19, 2011.

BASIC FUNCTION OF POSITION

The Language Program Coordinator manages the Post Language Program. Incumbent plans for and arranges language instruction in French, and Arabic as necessary for embassy employees and eligible family members and teaches English classes.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. For additional information contact the Human Resources Office at 4-525-2660, on extension 4475, 4534 or 4488.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Secondary School Degree required;
- 2. One year experience in teaching, administration or related field;
- 3. Level 4 English and level 3 French and/or Arabic;
- 4. Must have basic computer skills, program management skills, and the ability to communicate effectively.

If the selectee does not qualify at the full performance level (Washington makes the grade determination for all AEFMs and EFMs based on education and experience), he/she will enter at a lower grade level and will receive an upgrade after one year.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
- 4. (If applicable to the position) Successful candidate <u>must</u> be able to obtain the required security clearance.
- 5. When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

After an initial screening, qualified candidates will be invited for an oral and written assessment, followed by an interview. (Selected candidate will serve 90 day probation period).

TO APPLY:

Interested candidates for this position should submit the following to the Human Resources Office at the American Embassy Nouakchott, referencing the vacancy announcement number:

- Application for Federal Employment (DS-174) or a current resume or curriculum vitae that provides the same information as an DS-174;
- Any documentation (e.g., essays, certificates, awards, copies of degrees earned) that supports the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- · A phone number and email address for further contact.

SUBMIT APPLICATION TO:

Human Resources Office

P.O. Box: 222

American Embassy Nouakchott

Tel: 4-525-2660

POINT OF CONTACT:

Human Resources Office

Telephone: 4-525-2660 ext: 4534 or 4475

Fax: 4-525-1592

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- · Spouse or dependent that is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil,
 Foreign or uniform services.
- **2. EFM**: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW.

CLOSING DATE FOR THIS POSITION: Wednesday March 23, 2011

An Equal Opportunity Employer

The US Mission in Nouakchott provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DRAFTED: HR:SYAM:EWAH

APPROVED: DCM: CKALIN